

**PARK DISTRICT OF THE CITY OF GRAND FORKS
PROCEEDINGS OF THE BOARD OF PARK COMMISSIONERS
DECEMBER 5, 2022**

The Board of Park Commissioners met for their monthly meeting on Monday, December 5, 2022, in the Choice Health & Fitness community room, 4401 South 11th Street, at 5:00 p.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud, Vice-President LaDouceur, Commissioners Bartholomew, Kraft, and McIntyre.

Park District staff in attendance were: Executive Director Hellyer, Director of Finance & Administration Lancaster, Director of Operations & Community Relations Nelson, Director of Facilities & Programs Orr, Facilities Manager Colborn, Parks Operations Manager Hell, Sports & Recreation Manager Rollefstad, and Project Administrator Swenberger.

DELEGATES TO APPEAR BEFORE THE BOARD

None.

APPROVAL OF AGENDA

Commissioner Kraft made a motion to approve the agenda. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF MINUTES FROM NOVEMBER 1, 2022

Vice-President LaDouceur made a motion to approve the minutes from the November 1, 2022, Board meeting. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

FOR DISCUSSION

Kraft Field Grandstand Renovation - Budget and Design

Executive Director Hellyer updated the Board on the Kraft Field Grandstand Renovation progress. Staff has met with interested groups and stakeholders for input on the project. Adam Davidson from JLG Architects was present to go over design options and phases for development of the project. Discussion followed emphasizing budgetary needs and the importance of fundraising for project completion.

Outdoor Pool Report

Director of Facilities & Programs Orr presented a summary of the history of Riverside Pool to the Board, as well as attendance numbers over the last 28 years. Orr mentioned that swimming lesson participation was at the highest level ever and he commended the work of Parks Operations Manager Hell and Sports & Recreation Manager Rollefstad for their roles in facilitating the increase.

Children's Museum and Destination Playground Update

Director of Operations & Community Relations Nelson updated the Board on fundraising efforts for the Children's Museum and Destination Playground. Nelson noted the proposal to close South 11th street, discussion of safety concerns and traffic logistics followed. Nelson also mentioned the request to help fund the professional fundraising efforts to be approved later.

FOR ACTION

Land Swap Agreement - University Park and Valley Middle School

Hellyer provided the Board with an overview of the agreement which is contingent upon a public vote in May of 2023. Laura Cobb, attorney for the Park District and School District, was present to provide an explanation of details in the agreement emphasizing there will be no cost to the Park District. Discussion took place on the proposed location of the baseball diamonds, football field, and construction of the new school.

Commissioner Kraft made a motion to approve the Land Swap Agreement at University Park and Valley Middle School. Commissioner McIntyre seconded the motion, motion carried on a roll call vote as follows: Aye: President Skarperud, Commissioners Bartholomew, Kraft, and McIntyre. Nay: Vice-President LaDouceur.

Support for Children's Museum and Destination Playground Fundraising

Nelson presented to the Board a request from the Center for Exploration to assist in payment of the salary of professional fundraiser, Kim Woods. Nelson stated that the request includes \$1,500 per month toward the project which includes a Destination Playground which will be owned and operated by the Park District. Discussion followed regarding the potential of such an investment.

Vice-President LaDouceur made a motion to approve the Support for Children's Museum and Destination Playground Fundraising through payments of \$1,500 per month for one year starting in January 2023, to be re-evaluated for 2024. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Fund Balance Policy Update

Director of Finance & Administration Lancaster updated the Board on changes to the Fund Balance Policy which included updating the titles of those who manage the funds.

Vice-President LaDouceur made a motion to approve the Fund Balance Policy Update. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

Personnel Manual Revision and Updates

Lancaster summarized the minor verbiage and policy changes to the Personnel Manual. Lancaster stated that the changes were reviewed and approved by managers and the personnel committee, Park District attorney Laura Cobb was also consulted.

Vice-President LaDouceur made a motion to approve the Personnel Manual Revision and Updates. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Bank Quotes for Investment of Interim Carryover Funds

Lancaster presented to the Board the money market interest rate quotes and certificate of deposit interest rate quotes from partner banks. Lancaster recommended the banks that offered the highest rates, which were Choice Bank for the money market and US Bank for the certificate of deposits.

Commissioner McIntyre made a motion to approve the selection of Choice Bank and US Bank for investment of interim carryover funds and authorize Hellyer and Lancaster as authorized signers at US Bank. Commissioner Bartholomew seconded the motion; the vote was unanimous, motion carried.

Executive Director Annual Evaluation

Lancaster summarized the Executive Director Annual Evaluation process and stated that President Skarperud and Vice-President LaDouceur served on the committee which met on November 18, 2022, to conduct the evaluation. President Skarperud and Vice-President LaDouceur recommended a 5% salary increase for the Executive Director which would be effective for the first payroll in January 2023.

Commissioner Bartholomew made a motion to approve the Executive Director Annual Evaluation and salary increase as presented. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.

APPROVAL OF FINANCIAL REPORT

Lancaster reviewed the October 2022 financial reports. Vendor and payroll payments for October 2022 were \$1,448,885.38.

Vice-President LaDouceur made a motion to approve the financial report for October 2022. Commissioner McIntyre seconded the motion; the vote was unanimous, motion carried.

STAFF REPORTS

Lancaster stated employee evaluations would take place in December.

Facilities Manager Colborn updated the Board on the installation of sound baffles at Eagles Arena, noting their efficacy has exceeded expectations. Colborn stated that additional bleachers have been added to Eagles and Gambucci arenas. Colborn also mentioned that Gust Lorensen has been hired full-time as the Assistant Arena Supervisor at ICON Sports Complex.

Parks Operations Manager Hell stated that the Parks Department has started flooding the outdoor ice rinks with the hope that they will be operational by December 16th.

Orr presented to the Board the Choice Health & Fitness November membership numbers and holiday hours for the facility. He reviewed the forthcoming membership rate increase which will go into effect in January of 2023. Orr also provided an overview of the renovation of the Snookie Register Tennis Courts viewing area proposals from ICON Architects.


Hellyer updated the Board on attendance and participation in a pre-legislative session meeting focusing on community needs for the upcoming legislative session. Hellyer provided a review of the feasibility study and acquisition of input from community partners for the proposed indoor aquatic and indoor sports facilities. Hellyer also presented the request for a joint Board of Park Commissioners and City Council meeting with BerryDunn. Date options were presented with Board members choosing to meet on January 11th.

BOARD MEMBERS' REPORTS

Commissioner Bartholomew was approached by an exercise group about acquiring a space for their exercise program. Discussion of competing services took place. Commissioner Bartholomew will put the group in touch with Director of Facilities & Programs Orr.

ADJOURNMENT

Commissioner Bartholomew made a motion at 7:19 p.m. to adjourn. Commissioner Kraft seconded the motion; the vote was unanimous, motion carried.



Tim Skarperud, President



George Hellyer, Executive Director and Clerk